

**CITY OF HOUSTON**  
**FINANCE DEPARTMENT**  
S46- Q24499  
**NOTICE OF REQUEST FOR QUALIFICATION**

**STRATEGIC  
PURCHASING DIVISION**  
901 Bagby Street, Concourse  
Level  
Houston, Texas 77002

**GENERAL INSTRUCTIONS, TERMS & CONDITIONS**

The City of Houston's Finance Department is soliciting services from qualified consultancies/contractor(s) to perform the following services as described in the Statement of Work for Comprehensive Fee and Cost of Service Study.

**PRE-SUBMISSION CONFERENCE**

The City will conduct a Pre-submission conference on **January 23, 2013 at 10:00 AM CDT., in SPD Conference Rm. 2 at 901 Bagby Street, City Hall (Basement Level), Houston, TX 77002.** Attendance to the Pre-submission conference is optional and not mandatory.

Prospective consultancies/contractor(s) needing additional information/clarification to this request for qualification (RFQ) are requested to e-mail questions to Eric Alexander at [eric.alexander@houstontx.gov](mailto:eric.alexander@houstontx.gov). The deadline for submitting questions is **January 26, 2013 at 5:00 PM CDT. No questions will be accepted after deadline.** All questions will be answered via letter of clarification to this RFQ and posted on the City's e-bidding website and automatically e-mailed to all who registered to receive this RFQ.

Please review the Statement of Work below. If you believe that your consultancy/firm meets the minimum requirements as outlined in the Statement of Work of the RFQ, please submit your Statement of Qualifications (SOQ) to Eric Alexander, via one of the methods listed below by **February 6, 2013 at 2:00 PM CDT. No SOQ's will be accepted after deadline.**

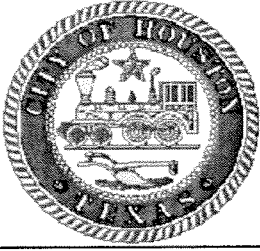
E-mail: (Preferred Method): [eric.alexander@houstontx.gov](mailto:eric.alexander@houstontx.gov)

Mail:  
City of Houston  
Strategic Purchasing Division (Suite B500, Room B509)  
901 Bagby Street  
Houston, Texas 77002

**STATEMENT OF WORK**

**1.0 Background**

- 1.1 The City of Houston (COH) is interested in conducting a comprehensive review of various Departments' fees and the basis of such fees. The review will include multiple departments and associated fees that are allowed by the City through approved ordinances, Consumer Price Index (CPI) escalation increase, cost to serve and/or for administrative support.
- 1.2 The City intends to enter into a contract for consulting services with a qualified consultant to assist the City with the aforementioned initiative. As a result of this initiative, the City is seeking qualified consultant(s) to meet with City staff to refine the project scope, purpose, uses and goals of the City's user fee study to ensure that the study will be accurate, appropriate, and complete to meet the needs of



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the City. Consultant(s) will review project schedule and answer questions pertaining to the successful completion of the study.

**2.0 Objective**

- 2.1 The objective of the RFQ process is to receive from each interested consultant a formal qualifications proposal (QP) to assist the City with achieving its goals. The QP will be used to evaluate each consultant on experience, capabilities, qualifications and understanding of the City's objectives. Based upon the QP's, the City will evaluate and narrow the field. Also, the City reserves the right to extend invitations to the highest ranked respondents for an on-site interview to allow the City to meet each consultancy/consultant's project leads, such as the Engagement Manager, Project Manager, and Functional lead.

**3.0 Scope of Work/Services**

At a minimum, the City expects the consultant to provide the following services:

- 3.1 Conduct a comprehensive review of the various City Departments' fees and develop a comprehensive fee study, including the basis for the fees, for the City of Houston.
- 3.2 The review will include multiple departments and associated fees that are allowed by the City through approved ordinances, CPI escalation increase, cost to provide services, and/or applicable cost of administrative support.
- 3.3 Work and meet with City staff to refine the project scope, purpose, uses and goals of the City's User Fee Study to ensure that the study will be accurate, appropriate, and complete to meet the needs of the City. Review project schedule and answer questions pertaining to the successful completion of the study.
- 3.4 Compile data to develop the total costs of providing services associated with each fee included in the study.
- 3.5 Compare service costs with existing recovery levels and determine the necessary and appropriate rate of recovery for all fees included in the study based on all relevant factors including statutory limitations, market conditions, practices of neighboring cities and cities with similar profiles, best practices and other policy and service level considerations.
- 3.6 Compare costs to support different customer classes.
- 3.7 Develop and assess the effects of a transition plan for phased-in proposed cost of service increase recommendations.

	<p style="text-align: center;"><b>CITY OF HOUSTON</b>  <b>FINANCE DEPARTMENT</b>  S46- Q24499  <b>NOTICE OF REQUEST FOR QUALIFICATION</b></p>	<p style="text-align: center;"><b>STRATEGIC  PURCHASING DIVISION</b>  901 Bagby Street, Concourse  Level  Houston, Texas 77002</p>
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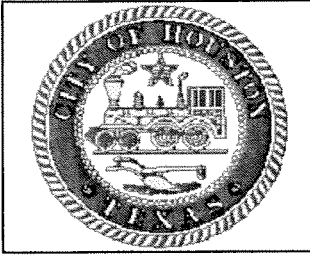
- 3.8 Prepare a draft study report that identifies each fee covered in the report and provides the cost of providing the service as well as current and recommended cost recovery levels. The report should also contain comparisons with other comparable local and national cities and other local jurisdictions. Study should include an estimate of the additional revenue that would be generated if the new fee rates are implemented.
- 3.9 If requested, present the draft study report to City officials. Comments and concerns should be collected during the draft phase for potential revisions to the study as requested by the City.
- 3.10 Present the revised draft study report to City Council to facilitate their understanding of the study and its implications for the City. Make necessary adjustments as deemed appropriate. This presentation will be under the guidance and at the discretion of the Finance Director.
- 3.11 Prepare a draft and then, based on comments, a final written report (20 hard copies and one (1) digital copy on CD/DVD bookmarked and indexed), documenting the findings of the study.

#### **4.0 M/WBE Compliance:**

- 4.1 Contractor shall comply with the City's Minority and Women Business Enterprise ("M/WBE") programs as set out in Chapter 15, Article V of the City of Houston Code of Ordinances. Contractor shall make good faith efforts to award subcontracts or supply Agreements in at least **24%** of the value of this Agreement to M/WBEs. Contractor acknowledges that it has reviewed the requirements for good faith efforts on file with the Mayor's Office of Business Opportunity (MOBO) and will comply with them.
- 4.2 Contractor shall require written subcontracts with all M/WBE subcontractors and shall submit all disputes with M/WBEs to binding arbitration to be conducted in Houston, Texas if directed to do so by the OBO Director.

#### **5.0 Submission of Statement of Qualifications**

- 5.1 The City of Houston's Finance Department is requesting qualified consultancies/contractor(s) to submit their SOQ. To qualify for the contract award, the consultancy/contractor(s) **MUST** at a minimum, should include:
  - Provide a specific statement of qualifications (SOQ) for this RFQ. The length of the submittal document shall not exceed 5 pages (single sided). The SOQ shall state the consultancy/consultant qualifications and experience in the area of cost of service studies.
  - Provide an explanation of the consultancy/contractor understanding of the work that must be accomplished via this RFQ and the proposed approach detailing the steps that will be utilized to meet this RFQ's intent.



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- Provide a high level project plan including phases, milestones, deliverables, and number of days after Notice to Proceed (NTP) that each task shall be accomplished. An example for the purpose of this submittal, shall read as (Milestone One shall be completed 30 days after NTP).
- Provide an organizational chart of proposed staff roles, resumes, licenses, certifications, as applicable, and availability.
- Provide a written statement acknowledging the City's M/WBE Program and contractor's willingness to make a good-faith effort in utilizing a certified M/WBE sub-contractor for 24% of work for the contract awarded by the City
- Provide a minimum of three references for fee and cost of service study services within the past 3 years.

**Additionally, the documents listed below must be provided with the QP:**

<b>TABLE 1 - REQUIRED FORMS</b>
Affidavit of Ownership.doc
Fair Campaign Ordinance.doc
Statement of Residency.doc
Drug Forms
PoP 1a Pay or Play Acknowledgment Form
Contractor Questionnaire
Hire Houston First Affidavit (See Details Below)

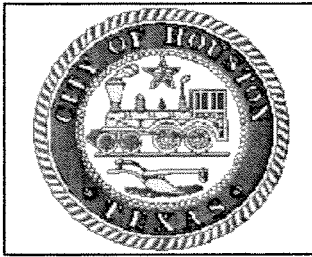
**\* All forms can be downloaded from the following link:**

**[http://purchasing.houstontx.gov/solicitation\\_forms.html](http://purchasing.houstontx.gov/solicitation_forms.html) Offeror will be able to click and print each required document from this site.**

**6.0 Qualification Evaluation Criteria**

- 6.1 In evaluating the submitted SOQ's, the following criteria will be used when evaluating the RFQ responses and are listed in the order of importance to the City of Houston:

<b>Evaluation Criteria</b>	<b>Points</b>
Established and verifiable track record for comprehensive fee and cost of service studies	30
Ability to field an experienced and qualified team that can partner synergistically with City of Houston	20
Turnaround time for services requested.	20
Experience with other clients of similar size to the City of Houston	20
Overall quality of proposal	5



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M/WBE Participation

5

\* Hire Houston First Preference Points (City Business = five (5) extra percentage points or Local Business = three (3) extra percentage points and Non-City and Non-Local Business will receive zero (0) extra percentage points).

- **HIRE HOUSTON FIRST**

**Designation as a City Business or Local Business**

To be designated as a City or Local Business for the purposes of the Hire Houston First Program, as set out in Article XI of Chapter 15 of the Houston City Code, a bidder or proposer must submit the **Hire Houston First Application and Affidavit ("HHF Affidavit")** to the Director of the Mayor's Office of Business Opportunities and receive notice that the submission has been approved prior to award of a contract. Bidders are encouraged to secure a designation prior to submission of a bid or proposal if at all possible.

**Download the HHF Affidavit** from the Office of Business Opportunities Webpage at the City of Houston e-Government Website at the following location:

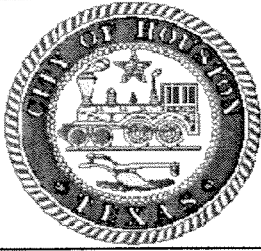
[www.houstontx.gov/obo/moreforms/hirehoustonfirstaffidavit.pdf](http://www.houstontx.gov/obo/moreforms/hirehoustonfirstaffidavit.pdf)

Submit the completed application forms to: Mayor's Office of Business Opportunity, One Stop Business Center, 900 Bagby St., Public Level, Houston, TX 77002 or Applications may be submitted via e-mail to [HHF-MOBO@houstontx.gov](mailto:HHF-MOBO@houstontx.gov) or faxed to 832.393.0952.

**Award of Procurement Pursuant to a Request for Proposal, Best Value Solicitation or Alternative---Pursuant to Chapter --- of the Local Government Code**

IN EVALUATION OF A PROPOSAL SUBMITTED UNDER ANY OF THE ABOVE PROCUREMENT METHODS, THE CITY SHALL AWARD EXTRA POINTS EQUAL TO

- **THREE PERCENT** OF THE TOTAL EVALUATION POINTS AVAILABLE TO A "LOCAL BUSINESS," AS DEFINED IN SECTION 15-176 OF THE CITY OF HOUSTON CODE OF ORDINANCES, AND
- **FIVE PERCENT** OF THE TOTAL EVALUATION POINTS AVAILABLE TO A "CITY BUSINESS," AS DEFINED IN SECTION 15-176 OF THE CITY OF HOUSTON CODE OF ORDINANCES
- UNLESS THE USER DEPARTMENT DETERMINES THAT AN AWARD TO THE LOCAL OR CITY BUSINESS WOULD UNDULY INTERFERE WITH CONTRACT NEEDS, AS PROVIDED IN SECTION 15-181 OF THE CODE.



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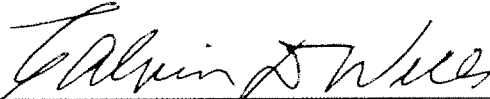
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**6.2 SELECTION PROCESS**

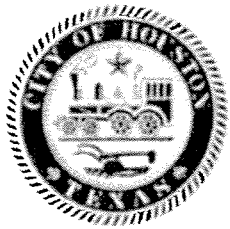
- 6.2.1 The award of this agreement will be made to the best respondent(s) offering the response which best meets the needs of the City. The City may make investigations, as it deems necessary, to determine the capabilities of each respondent. Therefore, the respondent shall furnish to the City such data as the City may request for this purpose. The City reserves the right to reject any offer if the evidence submitted by or the investigation of the respondent fails to satisfy the City or the respondent is deemed unqualified to provide the services contemplated.
- 6.2.2 The City of Houston has sole discretion and reserves the right to cancel this RFQ, or to reject any or all SOQ received prior to contract award.

**7.0 LOBBYING AND OTHER FORMS OF INFLUENCE PROHIBITED**

- 7.1 Neither Offeror(s) nor any person acting on Offeror(s)'s behalf shall attempt to influence the outcome of the contract award by the offer, presentation or promise of gratuities, favors, or anything of value to any member of the RFQ evaluation committee, any appointed or elected official or employee of the City of Houston, their families or staff members. All inquiries regarding the solicitation are to be directed to the designated City Buyer identified on the first page of the RFQ. Upon issuance of the RFQ through the pre-award phase and up to the award of a contract, aside from Offeror's formal response to the RFQ, communications publically made during the official pre-submittal conference, written requests for clarification during the period officially designated for such purpose by the City Buyer and communications during an oral interview, scheduled at the request of and for the benefit of the RFQ evaluation committee, if any, neither Offeror(s) nor persons acting on their behalf shall communicate with any member of the RFQ evaluation committee, appointed or elected official or employee of the City of Houston, their families or staff through written or oral means in an attempt to persuade or influence the outcome of the contract award or to obtain or deliver information intended to or which could reasonably result in an advantage to any Offeror. However, nothing in this paragraph shall prevent Offeror from making public statements to the City Council body convened for a regularly scheduled session after the RFQ evaluation committee has made its official selection and presented same to Council for action.

  
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Calvin D. Wells, ARA Deputy Director  
City Purchasing Agent

1-16-13  
Date



## Memorandum

**To:** Strategic Purchasing Division (SPD)  
**Subject:** Certification of Funds

The following information is being provided to SPD as per the memorandum dated January 26, 2010 issued by the Director of Administration and Regulatory Affairs:

**Title of Procurement  
Project:**

Comprehensive Fee and Cost of Service Study Services

**Funding  
Sources/Amount for  
Current Fiscal Year:**

**Fund No.:** 9900 **Fund Name:** General Government Department

**Amount:** \$50,000.00

**Requesting  
Department(s):**

FINANCE

**Name of Departmental  
Central Point of Contact:**

GLORIA MORENO

**Title:** DEPUTY ASSISTANT DIRECTOR

**Printed Name of  
Departmental Budget  
Person:**

LINDA CORMIER

**Title:** DEPUTY ASSISTANT DIRECTOR

**Signature of  
Departmental Budget  
Person:**



**Date:**

1/11/2013